

Message Text

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71

ACTION IO-14

INFO OCT-01 ADP-00 OIC-04 CU-04 SY-10 OC-06 CCO-00 PER-05

ACDA-19 RSC-01 RSR-01 /065 W
----- 054794

R 111430Z JUL 73

FM USMISSION GENEVA
TO SECSTATE WASHDC 354
INFO AMCONSUL FARNKFURT

UNCLAS GENEVA 3495

STATE FOR NIELSON IO/EX; JACKSON OIC; FRANKFURT FOR RSO

E.O.11652 NA

TAGS OCON

SUBJ ADMINISTRATIVE SUPPORT REQUIREMENTS, CSCE

REF RATHNER TELECON 7/6/73

THE FOLLOWING REQUIREMENTS ARE BASED ON THESE ASSUMPTIONS:
CSCE WILL MEET IN GENEVA BEGINNING SEPTEMBER 16 FOR A PERIOD OF
APPROXIMATELY SIX MONTHS. THE DELEGATION WILL CONSIST OF NINE
OFFICERS, PLUS STAFF SUPPORT.

SPACE

ADEQUATE OFFICE SPACE FOR US DELEGATION TO CSCE AVAILABLE IN
INTERNATIONAL CONFERENCE CENTER, WHERE MISSION HAS LEASED OFFICE
AND CONFERENCE SPACE THROUGH NOVEMBER 15, 1973. LAYOUT OF THAT
SPACE AVAILABLE IN OIC. MISSION WILL ENDEAVOR, IF AUTHORIZED,
EXTEND LEASE FOR WHATEVER ADDITIONAL PERIOD REQUIRED BY DELEGA-
TION. THIS AUTHORIZATION SHOULD BE RECEIVED SOONEST.

SPACE INCLUDES A CONFERENCE ROOM CAPABLE OF ACCOMMODATING
APPROXIMATELY 35 PARTICIPANTS.

COMMUNICATIONS: AN OFF-PREMISE MISSION EXTENSION WILL BE PROVIDED.
THIS WILL PERMIT MEMBERS TO PLACE AND RECEIVE CALLS FROM WASHINGTON
VIA MEANS OF LONDON TOLL. TRAFFIC ON LONDON TOLL SO HEAVY HOWEVER
THAT BUDGET SHOULD INCLUDE AN ITEM FOR COMMERCIAL CALLS. EACH
OFFICE EQUIPPED WITH TELEPHONE LINKED TO CENTER'S SWITCHBOARD.

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TRANSPORTATION:

CENTER LOCATED APPROXIMATELY FIVE MINUTES BY CAR FROM MISSION OR 25 MINUTES ON FOOT. SOME KIND OF SHUTTLE SERVICE SHOULD BE PROVIDED BETWEEN TWO SITES FOR DELIVERY OF CLASSIFIED AND OTHER MATERIAL AND FOR GENERAL USE BY DELEGATION. MISSION MOTOR POOL UNABLE PROVIDE THIS SERVICE ON REGULAR, CONTINUING BASIS. HERTZ CAR CAN BE RENTED FOR \$700 PER MONTH (AT SF 2.73 TO \$1.00 US.)

SUPPORT PERSONNEL

ONE MISSION CONFERENCE SECRETARY WILL BE ASSIGNED FULLTIME TO CONFERENCE. WILL ADVISE SEPARATELY RE ABILITY TO LOCAL HIRE OR OTHER POSSIBILITIES.
TWO C&R ASSISTANTS REQUIRED, ONE TO HANDLE COURIER AND POUCH DUTY AND THE SECOND TO ASSIST IN COMMUNICATIONS.
FIVE TDY MARINES REQUIRED TO PROVIDE 24-HOUR COVERAGE.

EQUIPMENT

OFFICES FULLY FURNISHED. MISSION ABLE PROVIDE TYPEWRITERS AND SAFES AND MISCELLANEOUS ITEMS AS REQUIRED. RECOMMEND RENTAL OF 660 XEROX FOR EXCLUSIVE USE OF DELEGATION. COST: \$100 PER MONTH. PAPER FOR XEROX AND MISCELLANEOUS OFFICE SUPPLIES ESTIMATED TO BE \$1,000.

SECURITY

FIVE TDY MARINES REQUIRED TO GIVE 24-HOUR COVERAGE. HOSLER SAFE STORAGE CONTAINERS WILL BE MADE AVAILABLE. IF CLASSIFIED CONFERENCE ROOM NEEDED, DELEGATION WILL HAVE TO USE MISSION FACILITY WHICH ACCOMMODATES APPROXIMATELY 12 PERSONS.

HOTELS

URGE DEPARTMENT ADVISE TYPE OF HOTEL ACCOMMODATIONS NEEDED FOR DELEGATION. HOTELS ALREADY BLOCKING OUT SPACE THIS PERIOD FOR OTHER DELEGATIONS--ESSENTIAL WE MAKE RESERVATIONS EARLIEST DATE POSSIBLE.

REPRESENTATION

AS REQUIRED.BASSIN

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NNN

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